



## Information Technology Manager

**Location:** Whitestown, IN

**Reports To:** Town Manager

**Full/Part Time:** Full Time

**Regular/Temporary:** Regular

**Wage (Hourly/Salary):** DNE \$80,000

### Purpose:

The IT Manager is responsible for planning, coordinating, and directing all computer-related activities within the organization. This includes overseeing the implementation of IT systems, managing the IT team, and ensuring the security and integrity of data.

Reasonable accommodation may be made to enable individuals with disabilities to perform the job responsibilities.

### Responsibilities:

1. Strategic Planning
  - a. Develop and implement IT strategies aligned with the organization's objectives.
  - b. Evaluate and recommend modern technologies to enhance efficiency and competitiveness.
2. Systems Implementation and Maintenance
  - a. Oversee the installation and maintenance of hardware, software, and network systems.
  - b. Ensure the reliability and security of IT infrastructure.
3. Team Management
  - a. Lead and manage the IT team, providing guidance, training, and support.
  - b. Foster a collaborative and innovative team culture.
4. Budgeting and Cost Management
  - a. Develop and manage the IT budget, ensuring cost-effectiveness.
  - b. Monitor expenses and negotiate with vendors for optimal deals.
5. Security and Compliance
  - a. Implement and maintain security protocols to safeguard the organization's data.
  - b. Ensure compliance with relevant regulations and standards.
6. User Support
  - a. Provide technical support to end-users, addressing and resolving IT-related issues.
  - b. Develop and implement training programs for staff on IT systems.

## **Information Technology Manager – Continued**

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7. Vendor Management
  - a. Collaborate with external vendors to procure and maintain IT-related services.
  - b. Evaluate vendor performance and negotiate contracts.
8. Disaster Recovery Planning
  - a. Develop and maintain disaster recovery plans to minimize downtime in case of system failures.
9. Reporting and Documentation
  - a. Prepare regular reports on IT performance, projects, and issues.
  - b. Maintain accurate documentation of IT systems and processes.
10. Other Duties as Assigned

### **Qualifications and Skills:**

- Strong knowledge of IT systems, infrastructure, and security.
- Excellent leadership and communication skills.
- Desire to work as a team with a result driven approach.

### **Education and Experience Requirements:**

- Bachelor's degree in information technology, Computer Science, or a related field.  
Master's degree is a plus.
- Proven experience in IT management roles.
- Project management experience.
- Certification in relevant technologies (e.g., Cisco, Microsoft, CompTIA) is advantageous.

To apply, please email your cover letter and resume to  
Katie Barr, at [kbarr@whitestown.in.gov](mailto:kbarr@whitestown.in.gov)